

# HOT JOBS

## SAINT LOUIS



Version Date: 06/12/2015

**Position Title:** OJT Front Desk/Sales Associate

**Job Order # 11239586**

**Job Description:** To support the Massage Envy team by exceeding members' and guests' expectations and achieving individual, team and clinic goals. Ensure that each guest and member receives excellent customer...

**Requirements:** Understand and believe in the benefits of skincare and massage therapy. Value the importance of customer service and be able to communicate effectively with guests and members, clinic staff...

**Position Title:** OJT Assistant Business Manager

**Job Order # 11239663**

**Job Description:** Assists Business Manager in principle duties. Oversees Massage Envy management duties; Achieve 25% of higher clinic membership closing; Maintains an impeccable and clean clinic; Balance sales detail...

**Requirements:** College education preferred. Management, sales and/or marketing helpful. Sales experience in service/retail industry. Able to communicate up-line information to Clinic Administrator; motivator...

**Position Title:** OJT Licensed Massage Therapist

**Job Order # 11239934**

**Job Description:** Perform professional quality massage, within scope of practice and licensing (as applicable). Assists in the cleanliness of the clinic (therapy rooms and common areas). Must follow draping protocols....

**Requirements:** Must have completed a minimum of 500 hours hands-on clinic hours as well as required classroom work. Participates in continuing education to improve effectiveness (preferred). Satisfactory results...

**Position Title:** OJT - Area Educator

**Job Order # 11181693**

**Job Description:** Designing, implementing and evaluating innovative and educational programs to address the needs of youth, adults and families in designated areas of St. Louis City and County. The Area Educator will...

**Requirements:** Bachelor's Degree in Human Development, Education, Psychology, Human Service or closely related field. Must possess the ability to make effective use of the social media and computer/electronic tech..

---

**HOW TO APPLY:** Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at 711.

# HOT JOBS

## SAINT LOUIS



Version Date: 06/12/2015

**Position Title:** Driver II (Temp), Dept of Surgery, 30508

**Job Order # 11221826**

**Job Description:** Routine travel between various departments throughout the university campus and to off-site locations. Position responsible for delivery of mail, supplies, equipment etc., between University

**Requirements:** Must possess Class E Driver's License. Prefer professional driving experience.

**Position Title:** Local Truck Driver/Home Nightly

**Job Order # 11269269**

**Job Description:** LOCAL truck drivers needed now! Have plenty of work. Mostly drop and hook routes. Can work 40+ hours; Fill out required forms, paperwork and complete DOT regulations daily and accurately.

**Requirements:** A Class CDL; Must pass Drug Testing and background check.

**Position Title:** FT, Pickers/Packers/Receiving Associates

**Job Order # 11267268**

**Job Description:** Responsible for performing basic warehouse functions including picking, pack verifying and transferring materials to and from warehouse areas. Located in South County, forklift exp. A plus...

**Requirements:** Required to have the knowledge, skill and/or ability to perform duties satisfactorily. Basic computer skills are required to perform this job. Microsoft Windows; knowledge of bar codes and ability to...

**Position Title:** PT, Pickers/Packers/Receiving Associates

**Job Order # 11267262**

**Job Description:** Primarily works with State Parks, City Parks, and City Recreation Centers. Provides training and Technical assistance on procedures, rules and regulations pertaining to Summer Jobs.

**Requirements:** High School Diploma or equivalent, 5-7 years of relevant or relatable FT work experience and must Have reliable transportation. You will use your car 3 days a week; stable work history....

---

**HOW TO APPLY:** Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at 711.

# HOT JOBS

## SAINT LOUIS



Version Date: 06/12/2015

**Position Title:** Financial Representative Assistant/Cust. Serv.

**Job Order # 11267249**

**Job Description:** Outgoing professional needed who will take initiative and support the growth of our financial/insurance book of business as well as manage the daily customer service needs of our clients and COI's.

**Requirements:** High School Diploma or equivalent, a willingness to learn the Insurance and Financial business

**Position Title:** Museum Programming & Membership Coord.

**Job Order # 11253853**

**Job Description:** Create & present programming opportunities at the Cardinals Museum & will also be responsible for developing, maintaining and fulfilling all amenities of a museum membership program in .....

**Requirements:** Bachelor's Degree in education, public relations, hospitality management or a related field. 3-5 years demonstrated experience in museum programming, education, training, hospitality or event planning...

**Position Title:** Receptionist, Seasonal

**Job Order # 11253849**

**Job Description:** This part-time position serves as additional receptionist support on game days to answer and direct incoming calls, to greet guests, to direct deliveries and provide support to staff as needed.

**Requirements:** High school diploma/equivalent; 2+ years customer service, administrative or receptionist experience. Excellent interpersonal skills; excellent multi-tasking skills, superior presentation skills over the phone.

**Position Title:** Video Production Specialist

**Job Order # 11236440**

**Job Description:** Specialized work assisting in the production of informational programs for the City of St. Louis local Government access channel, STL TV (formerly Channel 10), in either the Technical Production or

**Requirements:** Bachelor's degree in a Communications-related field; and one year of full-time paid video/TV Production experience or an equivalent combination of education, training and experience.

---

**HOW TO APPLY:** Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at



# HOT JOBS

## SAINT LOUIS



Version Date: 06/12/2015

**Position Title:** Accounting Manager I

**Job Order # 11239483**

**Job Description:** This is a mid-level management position responsible for overseeing and supervising the accounting/financial function for a City division or small City department. Responsibilities can include

**Requirements:** A Bachelor's Degree in Accounting or a related business degree with a major in Accounting. Five years of progressively responsible accounting experience including at least two years in a management...

**Position Title:** Inspector, 3<sup>rd</sup> Shift

**Job Order # 11236380**

**Job Description:** Inspection of all syringes, cartridges, assemblies and components using manual or automated systems/procedures. Strict adherence to all batch record instructions, SOP's, cGMP's and all...

**Requirements:** High school diploma/equivalent plus 1 year relevant work experience or Veterans/Military experience preferred. Basic math and reading comprehension; minimal training/experience; unskilled work; detail

**Position Title:** Maintenance Team Leader, 3<sup>rd</sup> Shift

**Job Order # 11236304**

**Job Description:** Essential duties of this position include but are not limited to scheduling and monitoring the performance of Maintenance Mechanics and outside maintenance contractors. Oversee the repair...

**Requirements:** Knowledge of HVAC, electrical, electromechanical, pneumatic, electronics, building maintenance....

**Position Title:** Manufacturing Tech

**Job Order # 11252591**

**Job Description:** Company needs Machine Operator with solid manufacturing experience, preferable in plastic manufacturing. Candidate has to be mechanically inclined performed basic troubleshooting....

**Requirements:** High school diploma required; trade/technical school preferred. Has to pass pre-employment test. All 3 shifts available; must have at least 1 year manufacturing experience.

---

**HOW TO APPLY:** Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at 711.

# HOT JOBS

## SAINT LOUIS



Version Date: 06/12/2015

**Position Title:** Gas Laborer-Apprentice, Pipefitter, Equipment

**Job Order # 11234881**

**Job Description:** Troy, Wentzville, Moberly, Mexico. Construction and maintenance of gas distribution lines. Duties include operating heavy equipment such as backhoes, trenchers and jackhammers

**Requirements:** High school diploma/equivalent. Must successfully complete the EEI power plant battery test

**Position Title:** Trades Helper

**Job Order # 11236434**

**Job Description:** This semi-skilled work assisting journeyman trade workers in the performance of their duties. These Positions require the operation of automotive equipment.

**Requirements:** Two years of recent full-time paid experience performing work assisting journeyman electricians, machinists, plumbers, carpenters or a related skilled trade; OR successful completion of a recognized

**Position Title:** Sterile Product Manufacturing Tech

**Job Order # 11236348**

**Job Description:** Knowledgeable of and be able to operate all equipment in Clean and Prep safely and in accordance with cGMPs, and SOPs. Must be able to understand, follow and operate applicable SOPs and batch

**Requirements:** Ability to read and comprehend simple instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations

**Position Title:** Benefits Clerk

**Job Order # 11252615**

**Job Description:** Responsible for interpreting and providing benefits-related information to employees. Duties may include assisting with the computation of retirement, DROP, disability and death benefits; typing...

**Requirements:** 2 years of full-time paid experience performing bookkeeping/accounting procedures OR an Associate's Degree or 60 semester hours in Accounting or Business Administration; knowledge of Excel & Word

---

**HOW TO APPLY:** Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

# HOT JOBS

## SAINT LOUIS



Version Date: 06/12/2015

**Position Title:** Benefits Clerk

**Job Order # 11252619**

**Job Description:** Responsible for interpreting and providing benefits-related information to employees. Duties may include assisting with the computation of retirement, DROP, disability and death benefits; typing...

**Requirements:** 2 years of recent, full-time paid progressively responsible experience assisting with the administration of employee benefits programs. Experience should include analyzing and computing employee....

**Position Title:** CAD Technician

**Job Order # 11252621**

**Job Description:** Developing and maintaining detailed design and construction drawings, plans, exhibits, graphs, and charts including architectural and engineering drawings and official assessment and taxation maps...

**Requirements:** At least 2 years of full-time paid experience as a drafter, including at least one year using a CAD program. Associate's degree in Drafting, Architectural Drawing or Civil Engineering Technology....

**Position Title:** Converting Supervisor

**Job Order # 11229007**

**Job Description:** This position reports to the Site Manager and has responsibility for the direction of production employees on 3<sup>rd</sup> shift. In addition to daily operational responsibilities, the successful candidate...

**Requirements:** Strong leadership, organizational and communication skills are required.

**Position Title:** Sterile Product Manufacturing Filling Tech

**Job Order # 11236368**

**Job Description:** Work using sterile and good cGMP techniques in a Clean Room environment in order to assemble components and operate filling machines. Follow aseptic/cGMP techniques. Operate component...

**Requirements:** High school diploma/equivalent plus 1 year Manufacturing/Packaging work experience or previous Pfizer experience or veterans/Military experience or an Associate's degree. To perform this job....

---

**HOW TO APPLY:** Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at 711.



# HOT JOBS

## SAINT LOUIS



Version Date: 06/12/2015

**Position Title:** Communication Desk Project Manager, #1503732 **Job Order # 11238217**

**Job Description:** Responsible for managing, planning, monitoring and reporting on key projects from conception through implementation. Manages project details, data collection, reporting and communication to successfully

**Requirements:** Bachelor's degree in related field or equivalent work experience. Project Management certification or successful completion of a recognized project management curriculum; 2-5 years experience....

**Position Title:** Material Handler **Job Order # 11229040**

**Job Description:** Performs normal warehouse functions (receiving, handling, storing, issuing and delivering customer orders, operation forklifts and other material handling equipment and preparing finished

**Requirements:** Must have a B – Class CDL, ability to operate the company truck in delivery of products.

**Position Title:** Event Staff, temp **Job Order # 11236512**

**Job Description:** This post is for several positions within the same event. Duties will range from cashier to crowd management, to information distribution and other miscellaneous tasks.

**Requirements:** ALL STAFF MUST SPEAK ENGLISH AND SPANISH in order to qualify.

**Position Title:** Business & Tech Application Analyst II, Pediatrics **Job Order # 11221723**

**Job Description:** Ensure the success of the project by designing the foundations of the application. This includes defining both the organizational structure of the application and the physical structure of its deployment. Develops projects with wide range of size and complexity; defines database....

**Requirements:** At Certification or degree in computer programming from a technical school or college plus 2 years of relevant work experience required; additional relevant programming experience may be

---

**HOW TO APPLY:** Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at 711.

# HOT JOBS

## SAINT LOUIS



Version Date: 06/12/2015

**Position Title:** Sterile Product Manu. Form. Tech, 3<sup>rd</sup> Shift

**Job Order # 11236419**

**Job Description:** Responsible for the formulation of drug products and equipment preparation used in the filling process as per cGMP's and SOP's. Prepare solutions used by other departments. Weigh, formulate and ....

**Requirements:** High school diploma/equivalent or Associate's Degree; six to twelve month related experience and/or training; documented course work in Chemistry is desirable. To perform this job successfully, an...

**Position Title:** Electrical Maintenance Mechanic

**Job Order # 11213249**

**Job Description:** Perform a variety of activities to maintain plant equipment and facilities in optimum operating Condition. Requires strong electrical and mechanical skills and aptitude, strong troubleshooting

**Requirements:** Ability to work well as part of a team. Preferred skill in pneumatics, electrical, PLC and hydraulics

**Position Title:** Dock Worker, Part Time

**Job Order # 11237890**

**Job Description:** The loading and unloading of trailers for the purpose of transporting a wide variety of cargo, moving cargo driving a forklift or using a pallet jack or other freight handling equipment, preparing wide....

**Requirements:** Have a stable work record; a good safety record; be able to pass pre-employment drug screen and post-offer company physical. Must be willing to work evenings, weekend and on as-needed basis

**Position Title:** Laborer

**Job Order # 11234870**

**Job Description:** St. Charles Co., St. Louis Co., Jefferson Co., Franklin Co., Under direct, but not constant supervision, working a rotating or day shift schedule, as required. Performs a variety of general...

**Requirements:** Must have a B – Class CDL, ability to operate the company truck in delivery of products.

---

**HOW TO APPLY:** Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.  
For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at 711.



# HOT JOBS

## SAINT LOUIS



Version Date: 06/12/2015

**Position Title:** Homeless Manager I (Homeless Services)

**Job Order # 11221692**

**Job Description:** Responsible for the management of the Homeless Services Division of the Dept. of Human Services. Supervising/evaluating staff; collaborating and coordinating with local, state and federal officials to

**Requirements:** Bachelor's degree in Public Administration, Business Administration, social sciences or related field

**Position Title:** Prisoner Processing Clerk

**Job Order # 11221681**

**Job Description:** Preparing and processing documents related to arrests, booking and final release of prisoners at The City Justice Center. Responsibilities will include booking arrested prisoners and recording

**Requirements:** High school diploma or GED and one year of full-time paid experience working in basic security

**Position Title:** Field Representatives

**Job Order # 11237819**

**Job Description:** U.S. Census Bureau is hiring Field Representatives to conduct household survey interviews all over the Greater St. Louis region. Long term assignment; strong need for bilingual/multilingual individuals

**Requirements:** MUST be a U.S. Citizen, over 18 years of age, have a working automobile with a valid driver's license. Six months or more of verifiable work history OR one or more years education past High School

---

**HOW TO APPLY:** Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at 711.